

DIRECTIONS FOR SECURING COPYRIGHTS

Under the Revised Acts of Congress, including the Provisions for
Foreign Copyright, by Act of March 3, 1891.

1. A *printed* copy of the title of the book, map, Printed title required. chart, dramatic or musical composition, engraving, cut, print, photograph, or chromo, or a *description* of the painting, drawing, statue, statuary, or model or design for a work of the fine arts, for which copyright is desired, must be delivered to the Librarian of Congress or deposited in the mail, within the United States, *prepaid*, addressed

LIBRARIAN OF CONGRESS,
WASHINGTON, D. C.

This must be done on or before day of publication in this or any foreign country.

The *printed title* required may be a copy of the title page of such publications as have title pages. What style of print. In other cases, the title must be printed expressly for copyright entry, with name of claimant of copyright. The style of type is immaterial, and the print of a type-writer will be accepted. But a separate title is required for each entry, and *each* title must be printed on paper as large as commercial note. The title of a *periodical* must include the date and number; and each number of a periodical requires a separate entry of copyright.

2. The legal fee for *recording* each copyright claim is 50 cents, and for a *copy* of this record Copyright fees. (or certificate of copyright under seal of the office) an additional fee of 50 cents is required, making \$1, in case certificate is wanted, which will be mailed as soon as reached in the records. In the case of publications produced by other than citizens or residents of the United States, the fee for recording title is \$1, and 50 cents additional for a copy of the record. Certificates covering more than one entry in one certificate are not issued.

3. Not later than the day of publication of each book or other article, in this country or abroad, two complete copies of the best edition issued must be delivered, to perfect the copyright, or deposited in the mail within the United States, addressed Two copies required.

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WASHINGTON, D. C.

The freight or postage must be prepaid, or the publications inclosed in parcels covered by printed Penalty Labels, furnished by the Librarian, in which case they will come FREE by mail, (not express), without limit of weight, according to rulings of the Post Office Department. In the case of books, photographs, chromos, or lithographs, the two copies deposited must be printed from type set or plates made in the United States, or from negatives or drawings on stone, or transfers therefrom, made within the United States. Without the deposit of copies above required the copyright is void, and a penalty of \$25 is incurred. No copy is required to be deposited elsewhere.

Penalty.

The law requires one copy of each new edition wherein any substantial changes are made, to be deposited with the Librarian of Congress.

Notice of copyright to be given by imprint.

4. No copyright is valid unless notice is given by inserting in every copy published, on the title page or the page following, if it be a book; or if a map, chart, musical composition, print, cut, engraving, photograph, painting, drawing, chromo, statue, statuary, or model or design intended to be perfected as a work of the fine arts, by inscribing upon some portion thereof, or on the substance on which the same is mounted, the following words, viz: "*Entered according to act of Congress, in the year —, by —, in the office of the Librarian of Congress, at Washington,*" or, at the option of the person entering the copyright, the words: "*Copyright, 18—, by—.*"

Claimant's name to be printed.

The law imposes a penalty of \$100 upon any person who has not obtained copyright who shall insert the notice "*Entered according to act of Congress,*" or "*Copyright,*" etc., or words of the same import, in or upon any book or other article.

Translations and dramas.

5. The copyright law secures to authors or their assigns the exclusive right to translate or to dramatize their own works.

Rights reserved.

Since the phrase *all rights reserved* refers exclusively to the right to dramatize or to translate, it has no bearing upon any publications except original works, and will not be entered upon the record in other cases.

Duration of copyright.

6. The original term of copyright runs for twenty-eight years. *Within six months before the end of that time, the author or designer, or his widow or children, may secure a renewal*

for the further term of fourteen years, making forty-two years in all. Applications for renewal must be accompanied by explicit statement of ownership, in the case of the author, or of relationship, in the case of his heirs, and must state definitely the date and place of entry of the original copyright. Advertisement of renewal is to be made within two months of date of renewal certificate, in some newspaper, for four weeks.

Renewals.

7. The time within which any work entered for copyright may be issued from the press is not limited by any law or regulation, but the courts have held that it should take place within a reasonable time. A copyright may be secured for a projected work as well as for a completed one. But the law provides for no *caveat*, or notice of interference—only for actual entry of title.

Time of publication.

8. A copyright is assignable in law by any instrument of writing, and such assignment is to be recorded in the office of the Librarian of Congress within sixty days from its date. The fee for this record and certificate is one dollar, and for a certified copy of any record of assignment one dollar.

Assignments.

9. A copy of the record (or duplicate certificate) of any copyright entry will be furnished, under seal of the office, at the rate of fifty cents each.

Copies or duplicate certificates.

10. In the case of books published in more than one volume, or of periodicals published in numbers, or of engravings, photographs, or other articles published with variations, a copyright is to be entered for each volume or part of a book, or number of a periodical, or variety, as to style, title, or inscription, of any other article. But a book published serially in a periodical, under the same general title, requires only one entry. To *complete* the copyright on such a work, two copies of each serial part, as well as of the complete work (if published separately), should be deposited.

Serials or separate publications.

11. To secure copyright for a painting, statue, or model or design intended to be perfected as a work of the fine arts, a definite description must accompany the application for copyright, and a photograph of the same as large as "cabinet size," mailed to the Librarian of Congress not later than the day of publication of the work or design.

Copyright for works of art.

The fine arts, for copyright purposes, include only painting and sculpture, and articles of merely ornamental and decorative art are referred to the Patent Office, as subjects for Design Patents.

No labels or
names copy-
right.

12. Copyrights cannot be granted upon Trade-marks, nor upon names of companies or articles, nor upon an idea or device, nor upon prints or Labels intended to be used for any article of manufacture. If protection for such names or labels is desired, application must be made to the Patent Office, where they are registered at a fee of \$6 for labels, and \$25 for trade-marks.

Foreign or In-
ternational copy-
right.

13. The provisions as to copyright entry in the United States by foreign authors, etc., by act of Congress approved March 3, 1891, (to take effect July 1, 1891), are the same as the foregoing.

The right of citizens or subjects of a foreign nation to copyright within the United States is not to take effect unless such nation permits to United States citizens the benefit of copyright on the same basis as to its own citizens; or unless such nation is a party to an international agreement providing for reciprocity in copyright, to which the United States may become a party. The Librarian of Congress can enter copyright for foreigners only after a proclamation of the President of the United States, certifying the existence of either of the foregoing conditions.

The right of Americans to secure copyright abroad is unchanged by the new law, pending new legislation in foreign countries, or international agreements as to copyright between their governments and that of the United States.

Full name
of proprietor re-
quired.

14. Every applicant for a copyright should state distinctly the full name and residence of the claimant, and whether the right is claimed as author, designer, or proprietor. No affidavit or witness to the application is required.

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Washington, 1891.